

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice DCP-14

For: State and County Offices

Printing and Mailing Producer Notification Letters

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Farm Security and Rural Investment Act of 2002 (the Act) provides farm owners with several options for calculating base acres for direct and counter-cyclical payments. Notice PF-181 informed County Offices that a Summary Acreage History Report had been developed which was to be mailed, along with a notification letter, to each farm owner and operator. The Summary Acreage History Report provides the following farm information:

- 2002 PFC crops and contract acreage
- acreage history by crop for each of the years 1998 through 2001 for commodities covered under the Act.

Notice PF-181:

- provides County Offices with instructions for accessing, viewing, printing, and updating acreage history information
- informs County Offices that producers are allowed to correct previously filed acreage reports or to late-file acreage reports.

B

**Software
Transmission**

KC-ITSDO will transmit software on July 18, 2002.

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Disposal Date

December 1, 2002

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C

Purpose

This notice instructs County Offices to:

- ensure that **all** acreage history data has been reviewed and, if necessary, properly loaded according to procedure in Notices DCP-2, DCP-8, DCP-9, DCP-12, and PF-181 **before** printing the notification letter in Exhibit 1
 - begin printing the notification letter (Exhibit 1) to the operator and owner(s) of each 2002 farm
 - attach a copy of the Summary Acreage History Report to the notification letter for the corresponding farm before mailing
 - begin mailing notification letters as soon as possible and complete mailing by August 15, 2002
 - obsoletes Notice DCP-13 because of incorrect dates in this subparagraph and Exhibit 1.
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2 County Office Action

A

Printing the Summary Acreage History Report

Follow Notice PF-181 to print each farm's Summary Acreage History Report.

Only 1 Summary Acreage History Report will print for each farm in the county. County Offices shall reproduce enough copies of each report to ensure that a copy is sent with each notification letter.

B

Printing the Notification Letters

Select option 4 on Acreage History Menu MIB70001 to print the notification letters. After option 4 is selected, current mailing software will be accessed.

The notification letters will print in farm number order. A copy of the letter will print for the operator and each owner on the farm.

Note: Printing the notification letters can fill the spool file. County Offices shall limit the number of pages printed in a batch.

Refer to Notice PF-181 for further information on printing the notification letters.

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2 County Office Action (Continued)

C

Mailing the Letter

County Offices shall ensure that, before mailing the notification letters, a copy of the Summary Acreage History Report is attached to a copy of each notification letter for the corresponding farm.

Example of Producer Notification Letter

July 15, 2002

Mr./Mrs. (Owner/Operator)
519 Dakota Ave.
Bijou Hills, SD 12345

Dear (Owner/Operator):

On May 13, 2002, the President signed the Farm Security and Rural Investment Act of 2002 (the Act), which provides owners with several options to establish or update bases and yields on each farm for "covered commodities". Covered commodities include wheat, corn, grain sorghum, barley, oats, upland cotton, rice, soybeans, sunflower seed, canola, flaxseed, mustard, safflower, and rapeseed.

The attached Summary Acreage History Report shows the acreage of covered commodities reported to the Farm Service Agency for each farm you are on record as the owner/operator for the 2002 crop year. The acreage includes planted acres or acres prevented from being planted for 1998 through 2001.

Please review the attached information and carefully examine the acreage data for each crop year and farm. If you determine the information is both complete and accurate, do not take any action at this time.

If you determine that any of the data is incorrect, incomplete, or missing, you must contact this office to provide verifiable documentation of your acreage as soon as possible, but no later than August 31, 2002. Early submission of this information will result in more timely issuance of program payments.

Verifiable documentation for previously unreported and/or prevented planted acreage may include seed receipts, production records, and crop insurance records that can be identified both by crop and tract. All verifiable documentation is subject to County Committee review and approval.

The Act provides for direct and counter-cyclical payments for the 2002 through 2007 crops to eligible producers of covered commodity crops and peanuts. A separate letter addresses peanut acreage. Owners have several options for establishing or updating bases, including using a farm's average of 1998-2001 planted and prevented planted history of covered commodity crops. Additional information will be provided to you in the near future as the rules for establishing or updating bases are finalized.

Sincerely,

/S/ Joe A. Director

Joe A. Director
COUNTY EXECUTIVE DIRECTOR
CHARLES MIX COUNTY FSA OFFICE